

Position Description

DRAFT

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Read each heading carefully before proceeding. Make statements simple, brief, and complete. Be certain the form is signed.

Part I. To be completed by department head or personnel office.

1. Agency Name	2. Position No.	3. Working Title (if existing position)
4. Agency Use	5. Present Class Title (if existing position)	
6. Division/Section/Unit	7. Proposed Class Title	
8. Employee Name (leave blank if position vacant)	9. Allocation	
10. Location (address where employee works) City: County:	11. Effective Date	12. FLSA
13. <input type="checkbox"/> Full time <input type="checkbox"/> Permanent <input type="checkbox"/> Part time: % <input type="checkbox"/> Temporary	14. By	15. Approved
16. Regular hours of work From: AM/PM To: AM/PM (circle scheduled days) S M T W Th F S	17. Audit/Review Date: Date:	18. Agency Use

Part II. To be completed by department head, supervisor or personnel office.

19. Briefly describe why this position exists. What is the purpose, goal, or mission of this position?			
20. If this is a request to relocate a position, briefly describe the reorganization, reassignment of work, new function added by law or other factor which changed the duties and responsibilities of the position.			
21. Who is the supervisor/evaluator of this position? (Who assigns work, gives directions, answers questions and is directly in charge.) <table><thead><tr><th>Name</th><th>Title</th><th>Position Number</th></tr></thead></table>	Name	Title	Position Number
Name	Title	Position Number	
22. Select the description below which best describes how and in what detail assignments are given, the degree of latitude the employee has in completing the work assignments, and the level of supervision provided to the employee. <input type="checkbox"/> Assignments are given verbally and/or in writing with specific details on desired outcome. Tasks are performed with little deviation from pre-established procedures. Work is checked for progress and outcome. <input type="checkbox"/> Assignments are given verbally and/or in writing with some details on desired outcome. Tasks are performed with some latitude in determining work methods and procedures. Work is checked for results achieved. <input type="checkbox"/> Assignments are given verbally and/or in writing with general objectives for desired outcome. Employee has moderate latitude in establishing priorities and procedures. Work is outcome oriented with progress reported periodically. <input type="checkbox"/> Assignments are given in the form of overall objectives for business outcomes. Employee has considerable latitude in developing goals and in setting progress and project deadlines to meet business goals and outcomes. Business outcomes are reviewed for timely completion and effectiveness.			

23. Describe the work of this position.

List each task in order of importance to the job. Indicate a percent of time each duty is performed over the course of a year, not to exceed 100%. Identify each task as essential or marginal by placing an E or M next to the % time for each task. Essential Functions are the primary job duties for which the position was created (see #19) and that an employee must be able to perform, with or without reasonable accommodation. A Marginal Function is a peripheral, incidental or minimal part of the position.

No.	%	E/M	DUTIES

24. List the consequences of not performing the Essential functions of this position as identified in question 23.

25. List each physical activity, which typically relates to the Essential functions of this position as identified in question 23.

26. If work involves leadership, supervisory, or management responsibilities, check the statement, which best describes the position.

- ☐ Not Applicable
- ☐ Lead Worker: Plans and coordinates the work of co-workers, guiding and training them while performing the same kind and level of work a majority of the time.
- ☐ Supervisor: Assign, direct, and conduct performance reviews of the work. Hire, transfer, promote/demote, dismiss, and discipline employees under their supervision. (Performs a majority of work that is different from that of subordinates.)
- ☐ Manager: Integrates and coordinates the activities of several organizational functions or programs. Measures and evaluates the effectiveness of those functions or programs. Initiates changes through subordinate superiors or through the management of projects or programs to achieve the predetermined goals and objectives.

27. List the names, class titles, and position numbers of all persons who are supervised directly by employee on this position.

Name

Title

Position Number

28. Check all those with whom the employee has contact as a regular part of their job and list the purpose for that contact.

- ☐ Agency only:
- ☐ Other State agencies:
- ☐ Legislature:
- ☐ Governor:
- ☐ Federal agencies:
- ☐ Public:
- ☐ Other:

29. What hazards, risks or discomforts exist on the job or in the work environment?

30. List software, equipment, and machines used regularly in the work of this position. Indicate the frequency with which they are used.

Part III. To be completed by the department head or personnel office.

31. (a) List the Minimum Qualifications which you believe to be necessary for an employee to begin employment in this position.

(b) List the Preferred Qualifications for this position.

(c) List all Required license, certificates, and registrations for this position

32. List all Necessary Special Requirements of this position that are necessary either as a physical requirement of an incumbent on the job or a bona fide occupation qualification (BFOQ)

Signature of Employee Date

Signature of Personnel Official Date

Approved:

Signature of Supervisor Date

Signature of Agency Head or
Appointing Authority Date